



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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1. Application Date 5/21/74	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No.		Date Received MAY 23 1974	Application No. 74-170
3. AGENCY, Division, Subdivision & Administering Office Address Department of Natural Resources Game and Fish law enforcement section 270 Washington Street, S.W. Atlanta, Georgia 30334		4. Person to Contact Idabell Donaldson	Date Completed JUN 18 1974
		5. Working Title Adm. Assistant	6. Tel. No. 656-3510

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED

8. Earliest & Latest
Dates of Series
1972-date

9. Exact Series Title
GAME AND FISH LAW ENFORCEMENT OPERATION FILE

10. What is the function of the office in which this record series is created?

The law enforcement section of the Game and Fish Division is responsible for providing direction and support for all law enforcement activities in the Department of Natural Resources. Responsibilities of the section include: checking licenses, guns, and bag & creel limits; patrolling lakes and streams; conducting information and educational programs for the general public, school, and civic groups; civil defense contingency actions; and the general enforcement of all hunting, fishing, and boating--water safety laws and regulations. Limited responsibilities include protecting the State's wildlife resources, recreational boaters and hunters and other personnel employing firearms on recreational pursuits.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to: the operation and administration of the law enforcement function of the Game and Fish Division.

Included are: law enforcement summary; hunting, fishing, boating cases for year; drowning and water death report; complaints; accident control report; monthly vehicle expense report; and related documents.

File is arranged: **alphabetically by subject.**

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers	3	4.5		In Office(s)	In Storage Area(s)
Legal-size File Drawers			Floor Space Occupied (Square Feet)		
			AVERAGE DAILY REFERENCES	This Year's	Last Year's
				Preceding Year's	All Prior Years

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [X] ☐ []
14. Is there a duplication of this series in another office or agency? ☐ [] ☒ [X]
15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. ☐ [] ☒ [X]
16. Does the series contain classified information requiring security handling? ☐ [] ☒ [X]
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [] ☒ [X]
18. Could the function be performed if the files were lost or destroyed? ☒ [X] ☐ []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [] ☒ [X]
20. Does the record series provide data as input to an EDP file? ☐ [] ☒ [X]
21. Does the record series contain documentation produced as EDP printout? ☐ [] ☒ [X]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? ☐ [] ☒ [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ [] ☒ [X]

24. REQUIREMENTS. The following requires the files to be kept 3 years:

a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

Record series has diminishing functional and reference value in the three years after cut off.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☐ [] CALENDAR YEAR ☒ [X] FISCAL YEAR ☐ [] OTHER _____, then:

- ☒ [X] Hold in the current files area _____ month(s)/ 2 year(s):
- ☒ [X] Transfer to ☒ [X] State Records Center ☐ [] Local Holding Area; hold 1 year(s):
- ☒ [X] Destroy.
- ☐ [] Transfer to State Archives for permanent retention.
- ☐ [] Destroy immediately after cut-off.
- ☐ [] Other: (Specify) _____

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature) <u>John A. Dean</u> Date <u>5/21/74</u>		OTHER REQUIRED SIGNATURES		DATE
26. Recommendations in paragraph 25 are:	Agency Head/Designee	<u>William M. Dean</u>		<u>5/21/74</u>
	State Auditor/Designee	<u>William M. Dean</u>		<u>6-14-74</u>
	Secretary of State/Designee	<u>Carol A. Dean</u>		<u>6-13-74</u>
	Attorney General/Designee	<u>Robert A. Dean</u>		<u>6-14-74</u>
STATE RECORDS COMMITTEE				